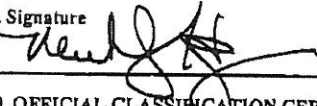
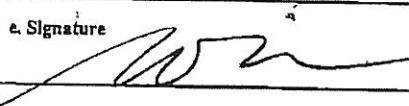
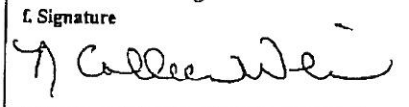


00019021

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Kansas City, KS		2. POSITION NUMBER 012047776	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position ID PD OPM PCS GS-343 US-98 890 Admin Analysis GEG (TS-98) 8/90					
Official Allocation	b. Title Management Program Analyst	c. Service GS	d. Series 343	e. Grade 12	f. CLC
4. SUPERVISOR'S RECOMMENDATION	Management & Program Analyst	GS	0343		
5. ORGANIZATIONAL TITLE OF POSITION (If any)		6. NAME OF EMPLOYEE BRENDAN CORRYN			
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		c.			
b. Region 7		f.			
c. Office of the Regional Administrator		g.			
d. Enforcement Coordination Office		h. EPAYS Organization Code 90715000			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Mark Hague, Director, ECO		d. Typed Name and Title of Second-Level Supervisor William Rice, Deputy Regional Administrator			
b. Signature 	c. Date 04-10-06	e. Signature 	f. Date 4/10/06		
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	
d. Bargaining Unit Code 1043 0317 7777	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		f. Signature 		g. Date 5/3/06
REMARKS PD Reviewer JTB 2-1-13 Bus Code Updated to 1043					

# POSITION DESCRIPTION AMENDMENT

EMPLOYEE'S NAME

~~Karin Dawani~~ Brendan Corazzin

ORGANIZATION LOCATION OF POSITION

Region 7, Enforcement Coordinator Office

POSITION TITLE

Management & Program Analyst

SERIES

GS-0343

GRADE

12

POSITION NUMBER

00067497

AMENDMENT

**Background:** Historically, there have been many occasions at which the cross-over of Environmental Justice (EJ) and Community Involvement (CI) work was apparent and in some cases duplicative, particularly when sites, areas, or concerns being addressed through community involvement protocols (statutorily required) had potential EJ concerns. As a result, there is a strong business case to bring the EJ coordination function and the CI functions together. Combining these functions will remove the redundancy and overlap in our community engagement resulting in work-process efficiencies.

**Duties:** Incumbent plans, evaluates, and implements various communication strategies for regional Environmental Justice (EJ) and Community Relations (CR) programs. Develops and coordinates educational programs and outreach efforts designed to encourage public involvement in the Agency's decision making process. Evaluates the impact of program activities on the public and suggests methods for maximizing public response. Establishes and maintains partnerships with residents, special interest groups, local business (i.e., day care centers and realtors), district school boards, environmental liaison groups, town board members, congressional staff, health agencies, and technical grant advisors, local, state and other federal agencies. Maintains a thorough understanding of Agency programs, necessary to anticipate significant impacts program changes might have upon public opinion and concerns.

Analyzes the impact of program activities on the public and advises staff of possible alternative approaches. Serves as the agency spokesperson at regional public meetings and various formal/informal briefings and workshops, maintaining open two-way communication between various stakeholders.

CLASSIFIER'S SIGNATURE

*[Signature]*

DATE

07/24/14

SUPERVISOR'S SIGNATURE

*[Signature]*

DATE

7/17/14

## POSITION DESCRIPTION

Management and Program Analyst, GS-0343-12

Position Number: 53100

Organizational Code:

Organizational Location: This position can be located in any division, branch or section.

Primary Purpose: The primary purpose of this position is the performance of management and program analysis duties and responsibilities.

Performs analytical and evaluative work associated with line and/or program activities.

Develops, analyzes, evaluates, advises on, or improves the effectiveness of work methods and procedures, organizations, manpower utilization, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions of management.

### Workforce and Position Utilization

Provides position management advice and recommendations to agency managers including providing advice on the distribution of workload among positions and organizations, and the skills mix or categories of employees needed to do the work. Develops major organizational proposals that involve extensive analysis prior to recommending significant changes in workforce distribution, positions, and/or functional responsibility. Works across program or media area to develop manpower utilization proposals that require approval of upper management. Employees techniques that analyze staff skills, budget impact and cost/benefit. Detailed analysis of work flow and work methods are used to support recommendations.

### Management Improvement Studies

Analyzes management techniques, processes, and styles for improving organizational effectiveness. Analyzes individual programs, functions, and organizations at the regional level to determine whether the management systems in current use efficiently accomplish objectives sought and whether they provide controls necessary for sound management. Various analytic techniques are used, many of a complex nature.

### Budgetary and Financial Management Analysis

Formulates, presents, executes, and analyzes organizational budgets. Monitors budget allocation and execution to insure that operating program objectives are met. Performs in-depth, rigorous analysis of budget requests by employing techniques such as cost-benefit analysis, program trade-offs, and exploring alternative methods of funding. Monitors the use and rate of expenditure of budgeted funds in assigned areas through continuing dialogue with program officials and their staff, review of written documents, and examination of accounting records.

### Quality Improvement Programs

YACU 12-1-1981

Performs work related to developing and monitoring quality programs, plans, procedures, and methodologies; and/or analyzing quality initiatives and processes. Analyzes a wide range of processes with long-term goals and results. Makes use of basic and advanced quality tools to accomplish analysis. Trains and facilitates others in the use of quality tools and techniques. Provides guidance and facilitation skills to quality action teams and to managers. Guidance is designed to foster quality principles in all strata of the workforce.

#### **Records Management**

Maintains a Records Management Program for an agency organization or program. Maintains a Records Management Program for a major multi-functional organization or program at the regional level. The program includes a centralized records function, standardized handling/retention, improved records, conversion from paper to film/electronic data, and document searches. Develops tools promoting effective coordination of a Records Management Program. Responsible for analyzing problems and issues involving the development of records management systems.

Performs analytical and evaluative work associated with program activities.

#### **Cost Effectiveness Studies**

Performs program cost analyses such as development of life cycle or other cost analyses of projects, or performance of cost benefit or economic evaluations of programs. Conducts cost-effectiveness studies for regional operating or administrative programs. Considers all aspects of new or established programs, including statutes, policies, objectives, workload models, resource estimates and utilization, issues, constraints, impacts and concerns related to other organizational components.

#### **Audits, Inspections, and Management Controls**

Develops procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems and line or operating programs; and the accomplishment, evaluation, and/or monitoring of audits, inspections, or management or internal control reviews. Resolves audit/inspection activities for organizations region-wide.

#### **Organizational Analysis**

Evaluates, processes, or makes recommendations for effective organizational changes. Performs organizational analysis for a major multi-functional organization.

#### **Program Oversight**

Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Analyzes and integrates program financial, technical, procurement, and scheduling information.

#### **Productivity Programs**

Oversees suggestion and award, quality, and/or productivity programs. Oversees productivity programs in multi-mission/program organizations.

**Factor 1-7 1250 Points**  
**Knowledge Required by the Position**

(1) Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations; (2) Knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources in the area studied; (3) Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the organization; (4) Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity; (5) Skill in conducting detailed analyses of complex functions and work processes; and (6) Interpersonal skills in presenting staffing recommendations and negotiating solutions to disputed recommendations.

**Factor 2-4 450 Points**  
**Supervisory Controls**

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

**Factor 3-4 450 Points**  
**Guidelines**

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.

**Factor 4-5 325 Points**  
**Complexity**

Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies



are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

**Factor 5-4 225 Points**  
**Scope and Effect**

Assesses the productivity, effectiveness, and efficiency of program operations and/or analyzes and resolves problems in the staffing, effectiveness and efficiency of administrative support and staff activities. Establishes criteria to measure and/or predict the attainment of program or organizational goals and objectives. Contributes to the improvement of productivity, effectiveness and efficiency in program operations and/or administrative support activities at different echelons and/or geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. The work may affect the nature of administrative work done in components of other agencies.

**Factor 6-3 60 Points**  
**Personal Contacts**

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

**Factor 7-3 120 Points**  
**Purpose of Contacts**

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**Factor 8-1 5 Points**  
**Physical Demands**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9-1 5 Points**  
**Work Environment**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

2890

**ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7**

POSITION NUMBER: GS00343

TRAVEL: # days per month 45

**MEDICAL MONITORING PROGRAM REQUIREMENTS**

☐ This position IS in the medical monitoring program.

☒ This position IS NOT in the medical monitoring program.

*Regional Safety & Health Officer Concurrence:* \_\_\_\_\_

☐ Compliance with EPA Order 3500.1, Inspector Training Program is required.

**FINANCIAL DISCLOSURE FORM**

☒ OGE-450 Required

☐ OGE-278 Required

☐ No financial disclosure forms required

**DRUG TESTING PROGRAM**

☐ This position IS in the drug testing program.

☒ This position IS NOT in the drug testing program.

*Drug Testing Program Coordinator Concurrence:* \_\_\_\_\_

**BARGAINING UNIT DESIGNATION**

☒ Position is included in the ☐ NTEU (0029) ☒ AFGE (0011)

☐ Position is eligible for inclusion in a BU but currently not covered (7777).

☐ Position is excluded from the BU (8888).

**EXTRAMURAL RESOURCES MANAGEMENT DUTIES**

☐ This position has NO extramural resources management responsibilities.

☒ Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.

☐ Total Extramural Resources Management Duties occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.


☐ Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

**PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY**

☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.

☐ This Position is a ☐ Property Management Officer (PMO); ☐ Property Accountability Officer (PAO); ☐ Property Utilization Officer (PUO) and/or ☐ Custodial Officer duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.

☐ More than 25% is described in the position description.

  
Supervisor Signature

11/13/12  
Date

(Attached to Original Position Description Form dated 8/09) PD Addendum Form dated 3/10